*This template is designed to assist production of a school healthcare needs policy. It is an optional, basic framework and should be adapted to be relevant to each individual school and its learners’ needs. Your policy must be produced in line with the Welsh Government’s ‘Supporting Learners with Healthcare Needs’ statutory guidance:* [*http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en*](http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en)*, page references are set out below. This link also provides template forms and useful contacts. Please make your policy available online wherever possible, containing no confidential or personal information. For the purposes of this template, the term ‘school’ refers to maintained nursery, primary, secondary and special schools, and pupil referral units (PRUs).*

**Policy:** Healthcare Needs Policy for *(insert school name)*

**Date of issue: Review date:  
School’s full address and post code:  
School’s phone number (including area code):  
School’s email address:  
Website address for this policy:**   
**Name of person responsible for maintaining this policy:**

**1. Key principles** (page 2 & 6) - outline your school’s aims and commitment to supporting learners with healthcare needs.  
  
**2. School’s legal requirements** (pages 2-3 & 28-31)- outline your school’s legal requirements in regard to supporting learners with healthcare needs.

**3. Roles and** **responsibilities** - outline the roles and responsibilities of the following:**3a). School** (pages 7-10)  
- governing body/management committee;  
- headteacher/teacher in charge;  
- teachers, support staff and other members of staff (e.g. catering staff or reception staff);  
- designated members of staff who support learners with healthcare needs;  
- school first aiders; and  
- other professionals who support learners with healthcare needs.  
 **3b). Parents/carers** (page10)- how to make the school aware of child’s healthcare needs or any changes;  
- providing medication or other requirements;   
- providing emergency contact information;  
- participation in drafting and agreeing individual healthcare plan (IHP) where needed; and   
- taking part in discussions, including around information sharing/confidentiality  
 **3c). Learner** (page10)- to inform parent/carer or staff member/s if feeling unwell;   
- to inform relevant staff member/s of any medication or healthcare needs, or changes;  
- participation in drafting and agreeing individual healthcare plan (IHP), where appropriate;  
- taking care when carrying medicines to and from school, and not sharing with others;  
- taking part in discussions around sharing/confidentiality of personal information.  
  
**3d). Local authority** (pages6-7)- outline how your school will work with the LA to ensure legal duties and requirements are met in regard to learners with healthcare needs.

**3e). NHS Wales school health nursing service, health and other professionals, third sector organisations and other specialist services** (pages10-11)Outline how your school will engage with these services, where appropriate. This can include health professionals, e.g. occupational therapists, speech and language therapists.

**4*.* Creating an accessible environment** (pages11-13) - outline how your school is inclusive and accessible in the fullest sense to your learners with healthcare needs, including:  
- physical access to school building/s;   
- reasonable adjustments - auxiliary aids or services;   
- day trips and residential visits;   
- social interactions e.g. clubs and social activities;  
- exercise and physical activity;  
- food management; and  
- undertaking any necessary risk assessments.  
  
**5*.* Sharing information** (pages13-14) - outline how your school will communicate information effectively and confidentially, including with:   
- teachers, supply teachers and support staff (this may include other staff such as catering staff or relevant contractors); and   
- parents/carers and learners.

**6*.* Procedures and record keeping for the management of learners’ healthcare needs** (pages 14 & 26) - outline your school’s procedures for the identification, creation and management of records for your learners’ healthcare needs, also stating the roles and responsibilities of those involved. This includes:   
- what information needs to be recorded, e.g. administration of medication, refusal to take medication, IHPs, parental consent, emergency contacts, supply of medication etc. and;   
- how it will be recorded and kept confidential.

Please see the form templates which can be accessed at Annex 2 at the following link: <http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>)

**7*.* Storage, access and the administration of medication and devices** (pages14-17) - outline your school’s procedures in relation to the storage, access and administration of medication procedures, including:  
- how parents/carers can supply medication to your school;   
- storage, access and disposal of medicines; and   
- administration of medicines.  **8*.* Emergency procedures** (page17) - outline your school’s emergency procedure, including:- what to do in an emergency situation;   
- who is responsible for the emergency procedure;  
- nominated first aider/s contact details;   
- location of healthcare needs records and emergency contact details (e.g. parents/carers);  
- where the learner has an individual healthcare plan (IHP), it should clearly define what an emergency looks like and what to do;   
- making staff aware of emergency symptoms and procedures; and  
- making learners aware of what to do in general terms if there is an emergency, e.g. inform staff immediately.  
 **9. Training** (pages17-18)- outline how staff who volunteer or are contracted to undertake healthcare roles will be trained, including:  
- how a sufficient number of these staff will be identified and supported;   
- relevant training which ensures staff are competent and confident to support learners;   
- procedures for keeping up-to-date records of date and name of training, trainers, trainees, certificates, informing the LA;   
- ensuring training is kept up-to-date;  
- making new and temporary staff aware of healthcare needs; and   
- ensuring all staff have a basic awareness of common medical conditions to recognise symptoms and understand how to seek appropriate assistance.   
  
**10. Qualifications and assessments** (pages18-19)- outline your procedures for supporting learners with healthcare needs undertaking qualifications and assessments, including:   
- when exams need to be taken away from the school, e.g. in hospital or at home;  
- special arrangements from awarding bodies; and  
- adjustments, adaptations or additional time required. Teachers are expected to use their professional judgement to support learners with healthcare needs.

**11. Education other than at school (EOTAS)** (pages19-20) - outline how you will provide effective support for learners who require EOTAS due to healthcare needs, for example if they are in hospital or at home.

**12. School transport** (page 21) - outline how you will provide effective school transport to support learners with healthcare needs, including:   
- outline the legal duty upon the LA to provide school transport;

- how learners with healthcare needs will be supported on school transport; and   
- training of staff involved in transportation of learners in regard to healthcare needs.

**13. Reviewing policies, arrangements and procedures** (pages21 & 26) - outline how you will ensure all policies, arrangements and procedures are appropriately reviewed.

**14. Insurance arrangements** (page 22) - outline your insurance arrangements, which should be of an appropriate level to cover the school’s activities in supporting learners with healthcare needs, including off-site activities.

**15. Complaints procedure** (page 22) - summarise your school’s complaints procedure and insert here.

**16. Individual healthcare plans (IHPs)** (pages23-26) - outline how you will create an IHP, including:   
- the purpose of an IHP;   
- when an IHP is appropriate;   
- what the IHP will cover; and

- responsibilities and roles around creation of an IHP, including staff, parents/carers and learner and others e.g. SENCO, health professionals, etc.   
  
*To note, many third sector organisations have online condition-specific IHPs that could be useful to tailor for your learners’ needs.*

**17. Unacceptable practice** (page 27) - outline what unacceptable practice is;  
your process for making staff and others aware of this; and   
the measures your school has put in place to prevent unacceptable practice.   
  
Please see the ‘Unacceptable Practice’ section in the Welsh Government’s ‘Supporting Learners with Healthcare Needs’ statutory guidance: <http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>